Fwd: Foreign Account Access for Upcoming State Grant Receipt

18 messages

Michelle Le <Michelle.Le@lacity.org> Fri, Oct 30, 2020 at 2:15 PM
To: Frieda Huang <frieda.huang@lacity.org>
Cc: Teresa Kyu Li <teresa.kyu.li@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>

Hi Frieda,

Please see Elyse's email below. Please advise.

RON GALPERIN
LA CONTROLLER

Michelle Le
Office of the Controller I Funds & Appropriation
Phone: (213) 978-7295

---------- Forwarded message ---------
From: **Elyse Matson** <Elyse.Matson@lacity.org>
Date: Thu, Oct 29, 2020 at 4:28 PM
Subject: Foreign Account Access for Upcoming State Grant Receipt
To: Michelle Le <Michelle.Le@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Meg Barclay <meg.barclay@lacity.org>

Hi Michelle and Teresa,

We are going to be receiving funds from the State Project Homekey Program for funds that will ultimately go to LAHSA. Council recently adopted recommendations to set up a Department 10 special fund to receive the funds. We want to give HCID foreign department access to this special fund so that they can set up appropriations and expend directly from the fund.

Instead of writing a separate memo to the Controller for this, would it be acceptable to write a recommendation in the report to authorize HCID access to the fund? I'm thinking something like this:

AUTHORIZE the Controller to grant the Housing and Community Investment Department access to the State Homekey Program Operating Subsidy Department 10 special fund to set up appropriations and make transfers to LAHSA for the contracts for services detailed in Attachment X;

Please let me know if this works in lieu of a separate memo to the Controller - Thanks!!

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

Teresa Kyu Li <teresa.kyu.li@lacity.org> Mon, Nov 2, 2020 at 9:46 AM
To: Elyse Matson <Elyse.Matson@lacity.org>
Cc: Michelle Le <Michelle.Le@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Frieda Huang <frieda.huang@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>

HI Elyse,

Appropriation budget line items require Council approval. To add HCIDLA as fund administrator is different from giving HCIDLA foreign department user access. Min, feel free to add any comment if needed. Thank you.

RON GALPERIN
LA CONTROLLER

Teresa Kyu-Li I Pr Accountant
Office of the Controller I Funds & Appropriation

(213) 978-0126
teresa.kyu.li@lacity.org

On Mon, Nov 2, 2020 at 8:00 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> Good morning! Following up on this.
>
> Elyse Matson
> Office of the City Administrative Officer
> 200 N. Main St., 15th Floor
> (213) 473-7460
> email: elyse.matson@lacity.org
>
> [Quoted text hidden]

Elyse Matson <Elyse.Matson@lacity.org> Mon, Nov 2, 2020 at 9:50 AM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Michelle Le <Michelle.Le@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Frieda Huang <frieda.huang@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>

Thanks Teresa, we just want them to be able to set up appropriations and make transfers - not sure if that is different than making them the fund administrator. I'm wondering if my draft instruction would suffice for this rather than writing a separate memo to the Controller. Or can an email suffice?

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

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Teresa Kyu Li <teresa.kyu.li@lacity.org> Mon, Nov 2, 2020 at 10:00 AM
To: Elyse Matson <Elyse.Matson@lacity.org>
Cc: Michelle Le <Michelle.Le@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Frieda Huang <frieda.huang@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>

Can you forward me the controller instructions of the appropriation line item setup and transfer from your report? Thank you.

Teresa
[Quoted text hidden]

Elyse Matson <Elyse.Matson@lacity.org> Mon, Nov 2, 2020 at 10:16 AM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Michelle Le <Michelle.Le@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Frieda Huang <frieda.huang@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>

Hi Teresa, see below and attached. A previously approved CAO report set up the Special fund.

1. APPROPRIATE up to $8,349,000 in the Department 10 Special Fund “State Homekey Program Operating Subsidy” in the amounts detailed in Attachment 1 upon receipt of the funds from the State, to be dispersed to the City from the Housing Authority of the City of Los Angeles, to fund the LAHSA contracts for in the amounts detailed in Attachment 1;

2. AUTHORIZE Controller to grant the Housing and Community Investment Department access to the State Homekey Program Operating Subsidy Department 10 Special Fund in order to make transfers to LAHSA for the contracts for services in the amounts detailed in Attachment 1;

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

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Draft Attachment 1.xlsx

14K

Teresa Kyu Li <teresa.kyu.li@lacity.org> Mon, Nov 2, 2020 at 10:32 AM
To: Minyeong Chen <minyeong.chen@lacity.org>, Frieda Huang <frieda.huang@lacity.org>
Cc: Michelle Le <Michelle.Le@lacity.org>

Min & Frieda,
Can we discuss after your meeting? Thanks.
[Quoted text hidden]

Teresa Kyu Li <teresa.kyu.li@lacity.org> Mon, Nov 2, 2020 at 10:36 AM
To: Elyse Matson <Elyse.Matson@lacity.org>
Cc: Michelle Le <Michelle.Le@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Frieda Huang <frieda.huang@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>

Thanks Elyse, I'll check them.
[Quoted text hidden]

Frieda Huang <frieda.huang@lacity.org> Mon, Nov 2, 2020 at 11:17 AM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

I only see an excel file attached which is not a Controller instruction.
No previously approved CAO report. Can she just provide CF#?
[Quoted text hidden]

Frieda Huang <frieda.huang@lacity.org> Mon, Nov 2, 2020 at 11:19 AM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

CF20-0941
https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=20-0941
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Teresa Kyu Li <teresa.kyu.li@lacity.org> Mon, Nov 2, 2020 at 1:41 PM
To: Frieda Huang <frieda.huang@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

Meg had a discussion with FOSS on another email trail regarding to this 10/15 CAO report.
20-0941_rpt_CAO_10-15-2020.pdf

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Frieda Huang <frieda.huang@lacity.org> Mon, Nov 2, 2020 at 3:36 PM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

Not CAO report should be the amending motion.
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CF20-0941 20201021.pdf
3599K

Teresa Kyu Li <teresa.kyu.li@lacity.org> Wed, Nov 4, 2020 at 11:20 AM
To: Frieda Huang <frieda.huang@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>
Cc: Michelle Le <Michelle.Le@lacity.org>

Min, please advise how to reply

Elyse Matson Mon, Nov 2, 10:17 AM (2 days ago)
to me, Michelle, Meg, Frieda, Minyeong

Hi Teresa, see below and attached. A previously approved CAO report set up the Special fund.

1. APPROPRIATE up to $8,349,000 in the Department 10 Special Fund "State Homekey Program Operating Subsidy" in the amounts detailed in Attachment 1 upon receipt of the funds from the State, to be dispersed to the City from the Housing Authority of the City of Los Angeles, to fund the LAHSA contracts for in the amounts detailed in Attachment 1;

2. AUTHORIZE Controller to grant the Housing and Community Investment Department access to the State Homekey Program Operating Subsidy Department 10 Special Fund in order to make transfers to LAHSA for the contracts for services in the amounts detailed in Attachment 1;

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Frieda Huang <frieda.huang@lacity.org> Wed, Nov 4, 2020 at 11:39 AM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

Here is the approved recommendation in CF20-0941 Amending motion recommendation 9

9. AUTHORIZE the Controller to:
a. Establish a new Special Fund entitled, "State Homekey Program Operating Subsidy," within Department No. 10, to receive and disburse the State Homekey operating subsidy to support interim operating and service costs at Homekey sites;

b. Create appropriation accounts, account numbers to be determined; and
c. Upon receipt of State funds, increase the appropriation within the newly created Special Fund.

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Frieda Huang <frieda.huang@lacity.org> Wed, Nov 4, 2020 at 11:42 AM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

This will be CAO memo for Controller instruction under recomm# 9b?
[Quoted text hidden]

Teresa Kyu Li <teresa.kyu.li@lacity.org> Wed, Nov 4, 2020 at 11:47 AM
To: Frieda Huang <frieda.huang@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

I think CAO is going back to Council per Elyse's email, *"Instead of writing a separate memo to the Controller for this, would it be acceptable to write a recommendation in the report to authorize HCID access to the fund?"*
[Quoted text hidden]

Frieda Huang <frieda.huang@lacity.org> Wed, Nov 4, 2020 at 11:51 AM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

When CAO goes back to Council with list of appropriaiton accounts set up under 43Txxx, then we can set up Dept 43 under new fund?
[Quoted text hidden]

Teresa Kyu Li <teresa.kyu.li@lacity.org> Wed, Nov 4, 2020 at 11:57 AM
To: Frieda Huang <frieda.huang@lacity.org>
Cc: Minyeong Chen <minyeong.chen@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

That is something I am confused and need Min's direction on.
[Quoted text hidden]

Michelle Le <Michelle.Le@lacity.org> Thu, Nov 5, 2020 at 1:25 PM
To: Elyse Matson <Elyse.Matson@lacity.org>
Cc: Teresa Kyu Li <teresa.kyu.li@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Frieda Huang <frieda.huang@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>

Hi Elyse,

To summarize our phone conversation, it's okay to include the Controller instruction below in the report for HCID to access appropriation accounts starting with "10TXXX" for the State Project Homekey Program fund. After Council approval, please work with the FMS Security Team, headed by Ricardo Reyes, to set up the FMS workflow for HCID personnel.

RON GALPERIN
LA CONTROLLER

Michelle Le
Office of the Controller I Funds & Appropriation
Phone: (213) 978-7295

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